City of Redmond, Washington

Purchasing & Contracts Division, M/S: 3NFN 15670 NE 85th Street PO Box 97010 Redmond, WA 98073-9710

RFP

Boiler Maintenance

The City is interested in receiving Proposals for Annual, Semi-Annual, Quarterly and Monthly maintenance of two boilers located at the Redmond Community Center, 6505 176th Ave NE, Redmond, WA 98052.

RFP 10601-17/ALE

The City of Redmond, Washington requests interested parties to submit proposals for Annual, Semi-Annual, Quarterly and Monthly inspection and maintenance of two Fulton Boilers at our Community Center,

Scope of Work:

Provide labor and materials to provide the services specified in the attached **Scope of Work, Attachment B.**

<u>Term:</u> Term of the contract will be for one year after award, with the City reserving the right to exercise four (4) one year options to extend.

<u>Bid Due</u>: Friday, December 8th, 2017, at 2:00 pm, Local Time.

The City of Redmond – Purchasing Division must receive proposals no later than said date and time.

Responses may be hand delivered to Redmond City Hall, Purchasing Division, MS: 3NFN, 15670 NE 85th Street, Redmond, WA 98052 (drop off on 2nd floor with the Development Services Center) or mailed to City of Redmond, Purchasing Division, MS: 3NFN, PO Box 97010, Redmond, WA 98073-9710.

Faxed and/or emailed proposals will not be accepted. It is the proposer's responsibility to ensure that any mailed proposals are received by Purchasing on time. Please place solicitation/RFP number on delivery envelope.

Bid Requirements and Format:

- 1. Respondents must complete and return **Attachment A, Bid Pricing Submittal**, of this Invitation For Bid.
- 2. A references list (including contact name and telephone number) of at least three (3) recent customer operations of similar scope and size that the City may use to contact.

3. Bidder to provide state UBI number. (Note: add to Attachment A, bid pricing sheet under city license).

Bid Documents:

- 1. IFB 10601-17/ALE
- 2. Attachment A, Bid Price Submittal Sheet
- 3. Attachment B, Scope of Work
- 4. Attachment C, Standard Terms and Conditions

<u>Additional Response Requirements include:</u>

- 1. By submitting a bid, the Contractor agrees to be governed by the **City of Redmond Standard Terms and Conditions, Attachment C** set forth in this document. No change or deviation from the terms set forth in this document is permitted without the prior approval of the City.
- 2. Bids must include all information requested and meet all specifications and requirements outlined in this RFP.
- 3. The Contractor must bear all costs associated with the preparation of the bid and of any oral presentation requested by the City.
 - 4. The Contractor will be required to obtain a City of Redmond business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: http://www.redmond.gov.business/businesslicesing/
 - 5. If any permits are required, the City will be provided at no charge to the successful bidder by the City of Redmond; however the contractor must make all submittals to the City Permit Office and provide all necessary documentation for the permits.
- 6. Bids **must be signed** by a person duly authorized to legally bind the company, partnership or corporation submitting the bid.

<u>Insurance:</u> The successful bidder will be required to provide a Certificate of Insurance and endorsement showing the City of Redmond as additional insured of not less than the following amounts:

General Liability Limits:

Bodily injury each occurrence: \$2,000,000 Property damage each occurrence: \$2,000,000

Automobile Liability Limits:

Bodily injury each occurrence: \$1,000,000 Property damage each occurrence: \$1,000,000

Workers Compensation:

Statutory limits

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Prevailing Wage:

This City of Redmond Contract requires prevailing wages under Chapter 39.12 RCW. Any worker, laborer, or mechanic employed in the performance of the work shall be paid not less than the applicable prevailing rate of wage. This project is located in King County. Rules and regulations of the Department of Labor and Industries and the schedule of prevailing wage rates for the greater Redmond area can be obtained from the department's website at: www.lni.wa.gov/prevailing-wage/. Contractor will be required to:

- 1) Furnish proof of insurance with endorsement naming City as additional insured before work may commence and provide proof of valid Washington State License.
- 2) File a "Statement of Intent to Pay Prevailing Wages" (L&I form #700-029-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy.
- 3) File an "Affidavit of Wages Paid" (L&I form #F700-007-000) with the State of Washington, Department of Labor & Industries and furnish the City with an approved copy. Upon receipt of the approved form, the retained 5% will be eligible for release to supplier/contractor.

Retainage:

RCW 60.28.011 requires contract retainage, not to exceed 5% of the money's earned by the contractor, on "public improvement projects".

Terms and Conditions:

Any forthcoming contract will be in accordance with **City of Redmond Standard Terms and Conditions (Attachment C)** and the requirements of this solicitation.

Bonding Requirements: A bid bond is not required. If proposed price is in excess of \$35,000.00 a performance/payment bond is required (RCW 39.08).

For contracts of \$150,000.00 or less, the City of Redmond may retain 10% of the contract amount in lieu of the performance/payment bond.

Selection & Award:

This purchase shall be awarded to the Contractor who provides the lowest responsible, responsive bid and conformance with performance schedule that, in the opinion of the City, meets all the specification criteria.

Upon selection of the Contractor, the city will issue a Purchase Agreement in order to procure the identified services as specified in the Scope of Work. Terms of the agreement are outlined in this solicitation, in Attachment A, Bid Pricing Submittal Sheet, Attachment B, Scope of Work and Attachment C, City of Redmond Standard Terms and Conditions and compliance with all attached documents.

The City of Redmond reserves the right to reject any or all bids, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them. The City of Redmond reserves the right to conduct any necessary interviews before final award.

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Cooperative Purchases:

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Supplier agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have compiled with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Supplier or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Supplier to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 30 days post award (for one time purchases).

Questions/Inquiries:

Please direct any questions pertaining to this request to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your bid.

Alan Edmonds Sr. Purchasing Agent Phone: (425) 556-2184 aedmonds@redmond.gov